

JOB PROFILE

SOLICITOR – PROPERTY SPECIALIST

Overview	
Post No.	RGOV017
Grade	6
Directorate	Resources & Organisational Development
Service Area	Governance
Team	Legal Services
Reporting to	Senior Solicitor

Main Purpose of the Role
<ul style="list-style-type: none"> Provision of legal advice, representation, and assistance across the Council to Members and staff colleagues as well as at public meetings where required. Understand the role of Legal Services and contribute to the delivery of the Legal Team's Service Plan and the Council's Corporate Plan. Contribute to the delivery of a high quality and cost-effective legal service.
Generic Accountabilities of the Role
<ul style="list-style-type: none"> Be a trusted adviser to Members and colleagues in all specialist knowledge areas, and at all levels of the organisation. Manage an ongoing legal caseload. Represent the Council at legal proceedings, including advocacy where required. Undertake continuing professional development as required and maintain an up-to-date knowledge of all relevant legislation and case law. Exhibit the highest professional work standards and a capacity to develop skills and knowledge. Attend statutory meetings as required.
Specific Accountabilities of the Role
<ul style="list-style-type: none"> Trusted adviser to all Officers on a wide range of property matters including acquisitions and disposals, licences and Landlord and Tenant matters. Contribute to advice on structuring property deals. Negotiate and complete property transactions on behalf of the Council. Assist in provision of advice on Assets of Community Value, best value disposals and Subsidy Control.



Professional and Personal Attributes	
Qualifications Educational and Professional	<ul style="list-style-type: none"> Fully qualified Solicitor, Barrister or Chartered Legal Executive/Relevant professional qualification (Essential) Membership of other relevant professional bodies (Desirable)
Knowledge	<ul style="list-style-type: none"> Working knowledge of managing matters in the area of specialism (Essential) Working knowledge of managing matters in the area of specialism in a local government context. (Desirable) Knowledge of the local government statutory framework and relevant current and emerging legislation, guidance, and best practice. (Desirable)
Experience	<ul style="list-style-type: none"> Working within a legal team or practice. (Essential) Working within a local government legal team. (Desirable) Advising on general public law and constitutional matters. (Desirable) Attending and addressing Committees in the area of specialism. (Desirable) Relevant court procedures. (Desirable) Relevant court procedures. (Desirable)
Business Skills	<ul style="list-style-type: none"> Verbal and written communication. (Essential) Scrutiny of new legislation. (Essential) Ability to work on own initiative, prioritise and manage workload within set deadlines. (Essential) Understand modern digital approaches to improve service delivery. (Essential)
Political Skills	<ul style="list-style-type: none"> Understanding of the political nature of local government and the democratic process. (Desirable) Working in a political environment and alongside elected Members. (Desirable)
Personal Behaviors	<ul style="list-style-type: none"> Able to collaborate and communicate openly and be approachable and fair. (Essential) Ambitious, creative, and open-minded. (Essential) High level of personal integrity. (Essential) Capacity and desire to develop relevant skills and knowledge. (Essential)
Other	<ul style="list-style-type: none"> Flexible in working arrangements to respond to needs of the business. (Essential)

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| | <ul style="list-style-type: none">• Available to attend out of hours meetings as necessary. (Essential) |
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The grade for this post is determined by Job Evaluation.

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not meant to be a detailed list of all duties and responsibilities which may be required. It will be supplemented and further defined by objectives set at appropriate times, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.